

# Humbulani Bereda

## Business Management

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GitHub: <https://github.com/beredahumbulani>

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### Objective

Aspiring Software Development student with a strong foundation in business management, project support, and marketing. Skilled in utilizing a wide range of tools such as Canva, Microsoft Office Suite, and social media platforms. Seeking to apply problem-solving, communication, and project management skills in software development projects while building technical proficiency.

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### Education

#### **Software Development (Current)**

*IT Varsity* – Online Learning

*Modules:* Programming Fundamentals, Web Development, Database Systems, JavaScript, Python

*Expected Completion:* December 2025

#### **Business Management N4-N6**

*Northern Technical College* – Thohoyandou

2018-2019

*Majors:* Business Management, Financial Accounting, Computerized Financial System, Sales Management

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## Skills

- Programming Languages: HTML, CSS, JavaScript (learning)
- Project Management & Organization
- Financial Management & Reporting
- Canva (Design & Branding)
- Social Media Content Creation
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Google Docs, Google Sheets, Google Drive
- Team Collaboration Tools: Microsoft Teams, Slack, Zoom
- Social Media Platforms: Facebook, Instagram, LinkedIn

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## Professional Experience

### Marketing & Project Support

*Swiss South African Cooperation Initiative (SSACI) – Bryanston*

*June 2023 – May 2024*

- Created and managed social media content to promote programs and events, contributing to a 15% increase in engagement.
- Supported financial operations, including managing invoices and payments, and reconciling project budgets.
- Assisted in project administration for Swissport and Ewseta projects, maintaining databases and filing systems.
- Designed promotional materials using Canva, including banners, posters, and social media graphics.
- Facilitated soft skills training sessions, ensuring smooth integration of interns into the workforce.
- Assisted in the website revamp using Canva and Wix, improving user experience.

### Marketing Support

*IT Varsity – Remote*

*June 2022 – May 2023*

- Received and revamped CVs using Canva, tailoring them to highlight the skills and experience of IT Varsity students.
  - Managed job application submissions for students, ensuring timely and accurate submissions.
  - Captured and edited video snippets of company webinars for use in social media marketing.
  - Contributed to the creation of brand awareness strategies that increased online visibility by 20%.
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## Projects

### Personal Portfolio Website

*Built using HTML, CSS, and JavaScript*

Created a personal portfolio website to showcase software development projects and design work. Integrated interactive features and responsive design to ensure accessibility across devices.

### Social Media Dashboard (In Progress)

*JavaScript, API integration*

Developing a social media dashboard to track engagement metrics and analytics for multiple platforms. Utilizing JavaScript to implement interactive graphs and charts.

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## References

**Project Manager:** Nalinee Soobramoney

Swiss South African Cooperation Initiative NPC

Contact: 084 453 1881

**Supervisor:** Shante Van Der Westhuizen

IT Varsity

Contact: 062 122 4916